DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 4631.2D
N88R
05 December 1997

OPNAV INSTRUCTION 4631.2D

From: Chief of Naval Operations

Subj: MANAGEMENT OF DEPARTMENT OF THE NAVY (DON) AIRLIFT ASSETS

Ref: (a) DOD Directive 4500.43 of 28 Oct 96 (NOTAL)
       (b) DOD Directive 4500.9 of 26 Jan 89 (NOTAL)
       (c) OPNAVINST 4630.25C (NOTAL)
       (d) OPNAVINST 3700.6N (NOTAL)
       (e) Joint Travel Regulations, VOL 1
       (f) OPNAVINST 3710.7Q
       (g) SECNAVINST 5212.5C
       (h) DOD Memorandum of 1 Oct 95 (NOTAL)

Encl: (1) DON Airlift Scheduling Authorities/Activities
       (2) Logistics Flight Record (NAVAIRLOGOFF 4631/2)
       (3) Flight Request Coding
       (4) Standardized Airlift Request Format
       (5) Standardized Flight Advisory Format
       (6) Cargo Loading Pack-up Checklist

1. Purpose

    a. To provide policy and administrative procedures for the management of Department of the Navy airlift assets, and implement reference (a) which directs strict enforcement of policies related to operational support airlift

    b. To include procedures and information for requesting, scheduling and reporting airlift missions as outlined in enclosures (1) through (6). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. OPNAVINST 4631.2C.

3. Definitions

a. DON Airlift Assets. Navy and Marine Corps airlift assets include all transport/utility type, fixed and rotary wing aircraft (regardless of size) that provide air transportation for passengers and cargo.

b. Operational Support Airlift (OSA). Includes the wartime intratheater airlift transportation of high priority passengers and cargo with time, place, or mission sensitive requirements using Department of Defense (DOD) owned or controlled aircraft subject to reference (a), with the exception of:

(1) Navy Unique Fleet Essential Airlift (NUFEA). Title 10, United States Code authorized air transportation essential for Navy's unique operational requirements. Specifically, unpredictable, high priority, short-notice airlift of people, cargo, and mail. These lifts are normally in support of fleet movements not compatible with Air Mobility Command (AMC) Channel, AMC Special Assignments Airlift Mission (SAAM) or commercial route structures. Navy Unique Fleet Essential Airlift is designed to provide wartime movement of personnel and material from AMC inter-theater airheads to the Carrier and Vertical on board Delivery (COD/VOD) airhead sites.

(2) COD/VOD missions operating between ships or between ships and airhead sites.

c. OSA Mission Aircraft. Those fixed wing or rotary wing aircraft acquired and/or retained exclusively for the OSA mission, as well as any other DOD-owned or controlled aircraft used for OSA purposes.

d. OSA Mission Capable Aircraft. Those fixed or rotary wing aircraft which are acquired or retained for missions other than air transportation, but are capable of carrying passengers or cargo (logistical airlift) in support of command, installation or management functions.

e. _Navy Unique Fleet Essential Airlift Aircraft_. Includes all Navy logistical airlift aircraft essential to provide air transportation in support of Navy's unique operational requirements. These aircraft are not intended to avert common user tactical transport systems. Rather, these aircraft are authorized to provide _time_ essential and flexible air logistics support required to fully sustain combat operations at sea. These aircraft are normally utilized to support high priority fleet airlift requirements which cannot be effectively or efficiently serviced by common user or commercial air activities.

f. _Outsourcing Logistical Airlift_. Commercial aircraft acquired by any means.

4. _Background_

a. The Assistant Secretary of Defense (Production and Logistics) prescribes policies and guidance concerning the cost efficient and operationally effective use of DOD and commercial transportation resources prescribed in reference (b). The policy concerning the use of DOD airlift resources, and the procurement and use of commercial airlift for OSA missions is prescribed in reference (a). Eligibility to transport official cargo and passengers in DOD-owned or-controlled aircraft-is prescribed in reference (c).

b. As outlined in reference (a), the Joint Operational Support Airlift Center (JOSAC) was established as the CONUS OSA scheduling authority/activity. The Navy Air Logistics Office (NALO) will act as the principal scheduling authority/activity for all _Navy_ Reserve C-130 airlifts and all NUFEA/OSA overseas flights originating or terminating in CONUS. Air Service Coordinator office, Mediterranean (ASCOMED) and Commander, Fleet Air Western Pacific (COMFAIRWESTPAC) will retain scheduling authority for their respective intra-theater missions.

5. _Responsibilities_

a. The Chief of Naval Operations (CNO) prescribes overall logistical airlift aircraft policy for DoN within the guidelines established in references (a), (b), and (c). The Commandant of the Marine Corps (CMC) is responsible for amplifying this policy as it pertains to Marine Corps aircraft.

b. Under the direction of the Commander, Naval Air Reserve Force (COMNAVAIRESFOR), the Navy Air Logistics Office is responsible for the following:

(1) Operating an airlift data collection and information system. Per reference (a), the Joint Air Logistics Information System (JALIS) is the authorized program.

(2) Formulating worldwide airlift policy as it pertains to Navy airlift.

(3) Scheduling Navy OSA/NUFEA missions originating from or returning to the Continental United States (CONUS).

(4) Processing all Navy airlift requests, and validating priority/urgency codes except OUTCONUS inter-theater airlift requests.

(5) Conducting an annual review of OSA/NUFEA airlift requirements and inventory, and subsequently providing recommendations to the CNO concerning the number and type of aircraft needed to meet wartime requirements.

c. CMC, Commander in Chief Atlantic Fleet (CINCLANTFLT), Commander in Chief Pacific Fleet (CINCPACFLT), Commander in Chief U.S. Naval Forces Europe (CINCUSNAVEUR), Commander Naval Air Systems Command (COMNAVAIRSYSCOM), Commander Naval Air Reserve Force (COMNAVAIRESFOR), and Chief of Naval Education and Training (CNET) (or their designated representatives) are responsible for:

(1) Scheduling control over assigned aircraft, except as provided in paragraph 4b and 5b.

(2) Providing the requisite number of trained and qualified crews.

(3) Effectively managing the utilization of assigned aircraft.

(4) Providing NALO/JOSAC with their respective Annual Flight Hour Program for all OSA/NUFEA aircraft under their control.

d.   The Commandant of the Coast Guard shall be included in the provisions of this instruction when operating under the Department of the Navy.

6.   Policy

a.   Aircraft Assignment

(1) Under Title 10, United States Code 5012(b), and in accordance with references (a) and (b), DON is authorized to maintain and operate, in peacetime, sufficient transportation resources to meet approved national emergency and wartime requirements.

(2) CNO controls the distribution of DON airlift assets among controlling custodians. CMC will coordinate the distribution of Marine Corps support aircraft with CNO.

(3) Aircraft controlling custodians are authorized to effect temporary (6 months or less) transfer of CNO-assigned assets with the exception of those aircraft which are under a contract maintenance support plan. In the event of a temporary relocation of an assigned aircraft to another site with existing support for the specific model, message notification to CNO (N880G or CMC (ASM) in the case of Marine Corps aircraft) is required. CNO (N880G) approval must be obtained for permanent changes of aircraft assignment, or temporary changes involving site support.

(4) Airlift aircraft shall be assigned and managed in peacetime to ensure the operational readiness necessary to satisfy wartime requirements. Navy Airlift aircraft (excluding COD/VOD) will be scheduled in accordance with existing directives, using JALIS per reference (a).

b. Airlift Scheduling

(1) Policy and administrative procedures for scheduling aircraft, under the direct control of the CNO, are outlined in reference (d).

(2) Control. Other than those flights specified in this instruction as non-logistics flights, scheduling authority may not be delegated to the base or unit level except as directed by COMNAVAIRSYSCOM for research and development aircraft, by Fleet Commanders in Chief (FLTCINCs), or by CMC in the case of sites located outside CONUS.

(3) Logistics Aircraft Custodians shall submit aircraft status in accordance with NALO policy.

(4) DON Airlift Scheduling Authorities/Activities are listed in enclosure (1).

c. Aircraft Utilization. DON airlift assets shall be used in peacetime to provide logistical airlift support to Fleet/FMF activities primarily, and training for operational personnel secondarily in order to ensure military effectiveness in support of national defense policies. Operational readiness shall be achieved within the confines of the approved flying hour programs provided for the particular logistical airlift assets.

(1) Inter-theater. Inter-theater airlift transportation is primarily the mission of the Air Mobility Command (AMC). DON airlift aircraft may transport passengers and cargo during inter-theater positioning flights and to meet priority 1 or 2, urgency 1, 2, or 3 requirements for the FLTCINCs.

(2) Intra-theater. DON airlift is primarily used for intra-theater, service-unique support missions. However, in the case of CONUS airlift, all DOD airlift assets (OSA) are scheduled to support Inter-Service airlift requirements.

(3) Outsourcing Commercial Air Services

(a) The method of travel generally involves a choice between commercial transportation or military aircraft (MILAIR). MILAIR shall not be used if commercial airline or aircraft (including charter) service is reasonably available, i.e., able to meet the travelers departure and/or arrival requirements within a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of MilAir is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable.

(b) For cost comparisons, MilAir flying-hour (including any positioning or repositioning flying hours) cost data for the requested aircraft found in tables of aircraft reimbursement rates (the office that schedules or validates MilAir requests can assist) and compare it to the total cost for the party to use commercial air travel at available coach fare rates. In determining the commercial costs, the costs of rental cars, the cost of lodging and meals if the party must remain overnight, and other such appropriate factors may be considered. By combining separate MilAir requests to fully utilize aircraft, MilAir costs for separate travel requests can be lowered and may compare more favorably with costs associated with commercial air travel. This cost comparison may be accomplished by NALO or JOSAC when cost is part of the decision process to provide MilAir.

(c) In the case of acquisition by lease or contract (excluding charter flights), the prior approval of the CNO has been obtained and notification of intent to procure aircraft for such a purpose has been given to the Assistant Secretary of Defense (Production and Logistics).

(4) Those flights not directly supporting logistical airlift missions (i.e., training, instrument check flights) are to be completed in the minimum time required in order to maximize the number of hours available for scheduling missions in support of logistical requirements. Aircraft reporting custodians may authorize the following types of non-logistics flights:

(a) Maintenance or functional check flights;

(b) Syllabus flight training;

(c) NATOPS/instrument checks;

(d) Refresher training; and

(e) Utility missions of a non-logistics nature, e.g., GCA training and calibration, range, or target clearance.

(5) Use of tactical aircraft which are OSA-capable (e.g. P-3) for logistical airlift purposes shall not impact on their primary mission, however, the opportune airlift capability of these types of aircraft may be used. These flights must be documented utilizing Logistics Flight Record, enclosure (2) of this instruction.

d. Cost Effectiveness Criteria. DON airlift costs used for cost comparisons shall be determined by guidance set forth in reference (a) and paragraph 6(c)(3)(b) and, shall be conducted by the appropriate scheduling activity.

e. Authorized DON Airlift Missions. See enclosure (3) for Priority, Urgency, Justification, Category (PUJC) codes. Authorized DON airlift missions include:

(1) Essential training and operational flights to ensure readiness for approved wartime missions.

(2) Flights of an emergency nature.

(3) Flights as authorized by references (a), (c), (e) and (f), which include the following:

(a) Authorized public affairs travel involving news media representatives or flights related to approved public affairs programs, community relations programs and DOD-sponsored tours or conferences.

(b) Authorized orientation flights.

(c) Authorized environmental and morale leave (EML) flights for designated overseas areas.

(d) Periodic airlift of personnel displaced from their homeport or station for extended periods conducted on a space available basis.

(e) Transoceanic (inter-theater) flights for purpose of positioning aircraft for airlift augmentation in overseas theater or as needed to support fleet operations.

7. Requesting OSA Airlift

a. Airlift requests shall be submitted to NALO, or the appropriate overseas scheduling activity for intra-theater airlift requirements, using the standardized airlift request format, enclosure (4), at least 30 days in advance for large airlift (eight or more passengers) and 7 days for small airlift (7 and less).

b. Requesting activities shall utilize naval messages or remote JALIS access (PC with modem) to submit requests. Each unit's commander/commanding officer/officer in charge is responsible for authorizing each request from the unit. Requests submitted less than 7 days shall be sent OP Immediate precedence.

c. To preclude duplicate requests, cognizant commanders shall coordinate multi-unit airlift requests. (e.g., carrier air wings, surface and submarine squadron/group, and readiness command commanders shall submit consolidated airlift requests).

d. Multiple airlifts requests (e.g., round trips) should be included in the original request. Up to 12 airlifts can be included on a single request.

e. The following information shall be included on all requests:

(1) Three points of contact (request, departure, and arrival coordinators) with valid work or home phone numbers of which one shall be available for 24 hours/day contact.

(2) Full justification (reason) for airlift request in the remarks section.

(3) Manifest the senior passenger regardless of rank/rate.

(4) For priority 3 requests, include the commercial cost estimate using the following guidelines:

(a) Use the cost of commercial air travel at available Government contract rate or the full coach fare if a Government contract does not exist or is not applicable.

f. Compliance with the spirit and intent of these guidelines is essential to protect and ensure optimum utilization of limited assets. Type commanders are directed to enforce strict adherence to airlift directives in order to eliminate any perception or actual abuse of airlift requests.

8. Flight Advisories. All airlift flights, except non-logistics flights, require a Flight Advisory message from the scheduling

activity. Each Flight Advisory shall be standardized per enclosure (5). The Flight advisory message should be transmitted at least 4 days in advance. Any modification will be transmitted as soon as possible. Flight advisory information is also available to JALIS remote users.

9. Logistics Flight Record (LFR). NAVAIRLOGOFF 4631/2 (REV 2-92) shall be completed by all DON aircraft commanders for any passengers and/or cargo carried on any leg of any flight. The flight number shall be consistent with the number published in the Flight Advisory or created per enclosure (2). Aircraft activities without JALIS access shall mail a completed LFR within three working days to:

> Commanding Officer, Navy Air Logistics Office
> Attn: LFR processor
> 4400 Dauphine St
> New Orleans, La 70146-7500

10. Action

a. Annual Report. NAVAIRLOGOFF will be responsible for the consolidation of required data from all scheduling activities and submission of an annual report to CNO. Scheduling activities will ensure that statistical data is collected in a format compatible with JALIS. This data will be forwarded to NALO by 15 October and meet the annual report requirements of reference (a) listed below:

(1) Analyze trends in inventory and seat utilization for each major type of OSA/NUFEA aircraft, by priority of travel, to include opportune airlift.

(2) Compare OSA/NUFEA flying hours actually flown to those budgeted in the annual flying hour program.

(3) Summarize the number of Navy airlift missions flown.

(4) Summarize passenger requests and total passengers moved by priority.

(5) Summarize the number of cargo requests and pounds of cargo moved by priority.

(6) Summarize the amount of logistical airlift completed via scheduled air and charter air services, and compare (cost efficiencies/operational effectiveness) to the actual organic airlift provided (i.e., cost per passenger seat mile/cost per air cargo mile).

b. NAVAIRLOGOFF shall be responsible for report generation and analysis of airlift data. This report will be forwarded to the CNO (N88) by 31 December each year.

11. Forms and Reports

a. DD 1385 (11/78), Cargo Manifest, S/N 0102-LF-001-3850, and DD 1387 (11/86), Military Shipment Label, S/N 0102-LF-004-4000, are available in the Navy supply system and may be requisitioned per CD ROM NAVSUP P600 (NLL).

b. NAVAIRLOGOFF 4631/2 (Rev. 2-92), Logistics Flight Record, may be ordered from the Navy Air Logistics Office.

c. Symbol OPNAV 4631-4 is assigned to the reporting requirement contained in paragraph 10 and is approved per SECNAVINST 5214.2B.

D. V. MCGINN
Rear Admiral, U. S. Navy
Director, Air Warfare Division

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	FF	(Shore Activities under the command of CNO and not otherwise assigned herein)
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	FKM14	(Inventory Control Point)
	FKM17	(Fleet Material Support Office)
	FKM18	(Transportation Support Center)
	FR	(Shore Activities under the command of COMNAVRESFOR as delegated by the CNO) (less FR10, FR11 and FR12)
	FT	(Shore Activities under the command of CNET as delegated by the CNO)

OPNAVINST 4631.2D
05 DEC 1997

Copy to:
SNDL A6 (Headquarters, U.S. Marine Corps)
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SECNAV/OPNAV Directives Control Office
Washington Navy Yard, Bldg 200
901 M Street, SE
Washington, DC 20374-5074 (25 copies)

Defense Logistics Agency
Defense Contract Administration Services Region Atlantic
805 Walker Street
Marietta, GA 30060-2789

DON AIRLIFT SCHEDULING AUTHORITIES/ACTIVITIES

CONUS (LESS COD/VOD)

NAVAIRLOGOFF (NAVY)
NEW ORLEANS, LA 70146
(504) 678-1184
DSN   678-1184
MSG PLAD: NAVAIRLOGOFF NEW
           ORLEANS LA//OPS//

HQMC
WASHINGTON, DC 20350
(703) 614-2170/2756
DSN   224-2170/2756
MSG PLAD: CMC WASHINGTON
          DC//ASM//

COMCABWEST
EL TORO, CA 92709
(714) 651-3407/3504
DSN   997-3407/3504
MSG PLAD: COMCABWEST EL TORO
          CA//SOPS//

COMCABEAST
CHERRY POINT, NC 28533
(919) 466-2873/2838
DSN   582-2837/2838
MSG PLAD: COMCABEAST CHERRY PT
          NC//SOPS//

CG 4TH MAW (MARINE)
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146
(504) 678-1386/87
DSN   678-1386/87
MSG PLAD: CG FOURTH MAW//G3//

JOSAC USTC/J3/OJ/
508 SCOTT DR
SCOTT AFB, IL 62225-5357
1-800-256-7609
DSN   576-6639
MSG PLAD: USTRANSCOM SCOTT AFB
          IL//J3-OJ//

EUROPE

ASCOMED (NAVY)
NAPLES, IT
FPO NEW YORK 09521
DSN 625-4101/4/5
MSG PLAD: ASCOMED NAPLES IT//OPD/00//

PACIFIC

COMFAIRWESTPAC (NAVY)
NAF ATSUGI, JA
FPO SEATTLE 98767
DSN 631-3220/3064
MSG PLAD: COMFAIRWESTPAC AIRLOGS ATSUGI JA/30//

Enclosure (1)

<u>LOGISTICS FLIGHT RECORD (NAVAIRLOGOFF 4631/2)</u>

1. The following information is intended to assist in the preparation of the Logistics Flight Record (LFR) used to report all logistics flights accomplished by Navy and Marine Corps OSA/NUFEA aircraft. The importance of neat and accurate LFRs cannot be overemphasized. Data from the LFRA is compiled by NALO/JOSAC into statistics used by DoD and CNO in decisions concerning logistics aircraft. Correct completion of LFRs ensures timely and accurate processing for data base information.

GENERAL INFORMATION -

   * Ensure the mission number is accurate and complies with flight advisory.

   * Ensure that all times are ZULU.

   * Ensure that the LFR is forwarded within 3 working days and electronically transmitted via JALIS to Appropriate Scheduling Authority.

   * Ensure a copy of the LFR and a Flight Advisory Flight Schedule authorizing the flight is maintained at aircraft reporting custodian activities for 2 fiscal years per reference (g).

    * In CONUS access to NALO/JOSAC computer for direct LFR input is available.

Any questions which arise should be directed to the Navy Air Logistics Office, Systems Department, DSN 678-1215 or Commercial (504) 678-1215.

LFR FORMAT

A. Airlift Identification:

   1. Airlift Mission Number.

      a. The Airlift Mission Number shall be the 9-digit Flight Mission Number from the Flight Advisory assigned by , individual scheduler (i.e. NALO, COMCABEAST, etc.). The first three characters of the mission number must be the 3M

Organization Code representing the aircraft reporting custodian performing the mission. When no mission number is assigned by scheduling authority, the following format will be used to create a mission number.

        Character

        1-3   3M Organization Code
        4-7   Julian Date
        8-9   Sequential mission for that Julian Date (e.g. 03
for third mission).

    2.   Aircraft Bureau Number:

    a.   Enter the 6 characters of the Bureau Number.

    3.   T/E Code:

    a.   Enter 3M Type Equipment Code.

Aircraft Type	3M Type Equipment Code
UC-12B	AC2A
C-9B	ACZB
DC-9	ACZD
C-20G	AC6B
C-20D	AC6A
C-130T	ACMC

    4.   Total Mission Requirement (TMR) Codes:

    a.   Enter the appropriate code (obtained from OPNAVINST 3710.7Q.

    5. Total FLT Legs:

    a.   Enter the total number of flight legs flown in performance of this mission.

B.   FLIGHT LEG DATA:

    NOTE: All times will be ZULU.

                                2

Enclosure (2)

1. FLT Leg No: The LFR forms are pre-numbered for legs 1 through 15. If there are more than 15 legs, use an additional sheet and staple them together.

2. Arrival Time: Enter the time (ZULU), day, month, and year of arrival at the particular enrout stop/destination. The first arrival time is printed on the form as ORIGINATE.

3. ICAO Code or Ship ID: Enter ICAO or Ship Identification Code (4 digit code). For the ship identification code use the official listing of ship identifiers.

4. Departure Time: Enter time (ZULU), day, month, and year of departure from the particular point of origin/enroute stop. For the last leg departure time, enter TERM.

5. Load Capacity: Based on aircraft performance, enter the aircraaft load capacity based on aircraft performance data for that flight leg. This may or may not equal the configuration of the aircraft.

Example: A C-9B aircraft in a Seco D configuration (90 seats) flying from NAS Alameda to Hickam AFB Hawaii would normally have a load capacity of only 40 passengers.

6. Leg Hours: Enter actual flying time of each leg.

7. Leg Distance: Self explanatory.

C. FLIGHT ADVISORY LIFT DATA: This section will furnish the correct information necessary for annual reports to Secretary of the Navy and automatic no show tracking of airlift requesting organizations.

1. Lift Letter: Enter lift letter assigned on the flight advisory.

2. Number Pax Moved: Self explanatory.

3. Amount Cargo Moved: Self explanatory. Remember, baggage is not cargo!!!

4. FLT LEG NO. ON: This is the leg number of the pick up point of the organization identified by the lift letter.

3

   5.   FLT LEG NO. OFF: This is the leg number of the drop-off
point of organization identified by the lift letter.

   6.   PUJC Code: Enter the PUJC Code assigned to the lift
letter on the flight advisory.

D.   SPACE AVAILABLE DATA:

   1.   FLT LEG NO. ON: Enter leg number of the pick-up point of
the space available passengers/cargo.

   2.   FLT LEG NO. OFF: Enter leg number of the drop-off point
of the space available passengers/cargo.

   3.   Number Pax: Enter the number of space available
passengers moved between specified legs.

   4.   Amount of Cargo: Enter the amount of space available
cargo moved between specified legs.

E.   EXCEPTION REPORT: Submit a completed Exception Report
anytime a flight is delayed more than 30 minutes, a lift is not
flown as scheduled, or facilities/services were inadequate.

   1.   Flight Delay: Place a check in the box(es) that best
describes the cause(s) that delayed the flight for more than 30
minutes. Briefly state the details of each delay in the
remarks section at the bottom of the Exception Report. When
appropriate, include such information as flight leg number,
times, and/or ICAO identifiers.

   2.   Scheduler Error: Indicate if an error was made when the
flight was created. Briefly state the details of each error in
the remarks section at the bottom of the Exception Report.

4

FLIGHT REQUEST CODING

1. **PRIORITY/URGENCY/JUSTIFICATION/CATEGORY CODES (PUJC)** - The PUJC will be assigned by the requesting unit. Compliance with this instruction is essential to protect limited aircraft assets. Routine official business travel should be requested as priority 3. Close attention by unit commanders/commanding officers is required to eliminate abuse or perception of abuse of the system. Rank, grade or position alone is not sufficient to justify support of airlift requests.

    A. **PRIORITY Codes:**

        Priority 1- Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

        Priority 2- Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

        Priority 3- Official business which is validated to be more cost effective than commercial air travel when supported by military aircraft.

    B. **Urgency Codes:**

        Urgency 1- (Combat) Airlift of personnel or material in direct support of, or alerted for support of operational forces engaged in general war or national contingency operations.

        Urgency 2- (Lifesaving or Operational) Airlift of personnel or material in direct support of lifesaving operations or operations or operational forces deployed or preparing for mobilization.

        Urgency 3- (Humanitarian) Airlift of personnel or material in direct support of authorized and urgent humanitarian operations.

Urgency 4- (Critical) Airlift of personnel or material which, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

Urgency 5- (Priority) Airlift of personnel or material not fulfilling a higher urgency, but which would have a serious impact on the outcome of unit requirements if not fulfilled. Changes of consolidation with other request would not adversely affect the unit requirements.

Urgency 6- (Routine) Airlift of personnel of material scheduled as part of an organizations daily/weekly routine or travel that is qualified on a cost effective basis but does not meet the requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.

C. JUSTIFICATION Codes:

    A-Administrative
    B-Civil Works
    C-Recruiting/Retention
    D-Medical Support
    E-Emergencies
    F-Fleet Support (General)
    G-Special Weapons/Components Movement
    H-Seabee Support
    I-Special Warfare Unit Support
    J-Research
    K-Morale/Displaced Homeport Visit/USO Tours/R&R/etc.
    L-Coast Guard Support
    M-ROTC
    N-Reserves
    O-Joint Staff/OSD Staff Support
    P-Training
    Q-Material(Use Standard Cargo Codes in place of Category
       Codes when using this Justification Code)
    R-Maintenance
    S-Drug Enforcement/Task Force
    T-Mobilization/Demobilization
    U-CVAM Tasking
    V-Y (Unused)
    Z-Other Support(Provide explanation in remarks section)

2

D. CATEGORY Codes:

A-Meetings/Conferences (Including authorized spouse
   travel)
B-Ceremonies
C-Goodwill/Foreign Dignitaries (Including authorized
   spouse travel)
D-Inspections/Investigations/Courts/Boards/Hearings/etc.
E-Legislative Affairs/Public Affairs
F-Fleet Support(Deployed Unit at Sea)
G-Fleet Support(Deployed Unit Ashore)
H-Fleet Support(Ship Load-out for Deployment)
I-Fleet Support(Ship Off-load from Redeployment)
J-Unit Deployment/Redeployment (Other than Ship)
K-Fleet Support(Other)
L-Educators/Military Academies
M-Performers/Bands/Choirs/Drill Teams/etc.
N-Research and Development
O-DoD Contractors/Technician Support
P-Consultations and Appointments
   Appointments(Medical/Dental/Surgical)
Q-Marine Research
R-Wartime
S-Exercise
T-Unit Training(Active Units)
U-Unit Training(Reserve Components)
V-Test Flights
W-Readiness Training
X-Aviator Training
Y-Ferry Flight(Aircraft or Aircrew)
Z-Other(Provide explanation in remarks section)
1-Evacuation of Aircraft
2-Evacuation of Personnel
3-Aeromedical Evacuation(MEDEVAC)
4-Other Evacuation
5-Search and Rescue
6-Medical Support(Organ/Tissue/Blood Transfers)
7-Graves Registration/Body Removal
8-Emergency Ordnance Disposal(EOD)
9-Disaster Relief/Other Crisis Relief

   *NOTE: Only above listed codes are authorized for use when
submitting requests for support. In addition, a brief narrative
is required in remarks section to amplify purpose of flight.

E. CARGO Codes: (to be used in conjunction with
    justification code Q)
    A-Mail
    B-Aircraft Spare Parts
    C-Avionics Spare Parts
    D-Aircraft Engines
    E-Electronic Parts
    F-Test Equipment
    G-Ground Support Equipment
    H-Video Equipment
    I-Medical Equipment
    J-Organizational Equipment
    K-Maintenance Equipment/Tools
    L-POL Products(Ensure packing requirements are met)
    M-Explosives (Ensure transportation requirements are
    met)
    N-Weapons (Ensure transportation requirements are met)
    O-Weapons System Parts
    P-Missiles (Ensure transportation requirements are met)
    Q-Chemicals (Ensure transportation requirements are met)
    R-Subsistence
    S-Musical Instruments
    T-Human Remains
    U-Not Mission Capable-Supply(NMCS)items
    V-Not Mission Capable-Maintenance(NMCM)items
    W-Other Aviation Cargo
    X-Other General Cargo
    Y-Hazardous Cargo

*NOTE: When entering CARGO Code on request, include a brief
description of cargo in remarks section. Ensure entry of
dimensions, weight, and special handling/transportation
requirements.

2. VIP CODES - To be utilized in completing the Airlift Request:

    A - Air Force
    B - Coast Guard
    F - Foreign
    M - Marine
    R - Army
    S - Civilian
    V - Navy

4

RANK

1 - President, Head of State
2 - Vice-President, Cabinet Members, Members of Congress,
    CNO, CMC, Chief of Staff (other services), 5-star rank
3 - Under Secretaries of Army, Navy, Air Force; 4-star rank
4 - 3-star rank, GS-18, Assistant Secretaries in DoD
5 - Deputy Assistant Secretaries in DoD, GS-17, 2 star rank
6 - GS-16, 1-star rank
7 - Captain (USN, USCG), Colonels, GS-15

3. REGRET/CANCELLATION CODES

    a. The following codes will be used by scheduling activities
when regretting an Airlift Request:

    REGRET CODES
    A - No funds for DON airlift Requested
    C - Ineligible for DON airlift
    E - Insufficient use of asset
    F - Land/Sea/MAC Channel Transportation more appropriate
    H - Load incompatible for movement as requested on
        available aircrafts assets
    J - Origin/Destination Point incompatible with requested
        load (e.g. runway limitations)
    L - Aircraft not available
    N - Not economically feasible
    P - Priority/Urgency not sufficient for available assets
    Z - Other

    b. The following codes will be used by scheduling activities
when canceling a lift/scheduled flight:

    CANCELLATION CODES
    M - Canceled/Weather
    O - Canceled / Aircraft Mechanically Down
    Q - Original Request Requirement Changed
    R - Scheduler Consolidation /Lifts reassigned to other
        flights.
    S - Crew not available
    T - Cancellation of rRequest by requesting activity
    U - Higher priority preemption
    Z - Other

<u>STANDARDIZED AIRLIFT REQUEST FORMAT</u>

<u>GENERAL INSTRUCTIONS</u>

The airlift request provides for automated data input into the Joint Air Logistics Information Computer System. Use of the following standardized format for airlift request messages is essential to ensure proper computer recognition of data. Requesting activities must ensure that all entries are limited to the number of characters shown in the detailed instruction for filling out an airlift request message. The following general guidelines are provided:

1. A COLON (:) is used to separate data labels from information in the data fields (e.g., Unit: ENTERPRISE).

2. A SLASH (/) is used to separate data fields, (e.g., Unit: ENTERPRISE/UIC: N03361).

3. Time groups are 1C numeric characters in length utilizing ZULU time in the following order: day of month, 24 hour ZULU time, month, year-DDTTTTMMYY (e.g., 1340Z on 10 NOV 1997 would appears as 1013401197).

4. The International Civil Aviation Organization (ICAO) location identifier is the four character code found in DEPARTMENT OF TRANSPORTATION PUBLICATION 7350.4 series (NOTAL). Activities requesting COD/VOD services for a ship shall use the four letter ICAO IDENTIFIER as it appears in ACP 113(v). Assistance in determining a proper code may be obtained from the scheduling authority.

5. Plain Language organization and airfield names will be abbreviated to a maximum of 30 characters. Use standard short titles as they appear in the Standard Navy Distribution List (OPNAV PO982-105 and OPNAV PO982-107). Spell out ship names.

6. Dimensions are to be expressed in inches and weight in pounds.

7. DO NOT place zeros in unused data fields.

NOTE: The JINTAACS standardized format for airlift requests (Airlift Req) may also be used. Standards for this format can be

found in JCS PUB 6-04 (NOTAL) and NWP 10-1-13 (A) (Supp 3) (NOTAL).

MESSAGE TRANSMISSION

If the originators communication servicing center does not handle Optical Character Reader (OCR) messages, that center must be aware that Airlift Request messages require special handling for both data and plain language transmission. Include in Special Instructions section of DD 173 Transmit line lengths as typed.

GENERAL INFORMATION

Adhere to the following to ensure the best service:

* Allow as much time as possible for the earliest available time of departure to the required arrival time. A minimum window of 2 hours prior to desired departure and 2 hours after desired arrival times is required. Increasing your available window significantly increases the probability of being scheduled.

* Ensure that each field is filled out per this instruction.

* Ensure that coordinators are knowledgeable of airlift requirements and are available to be contacted on a 24-hour basis. Use of commercial home telephone numbers is encouraged.

* Ensure Hazardous/Dangerous cargo coordinators are qualified to certify cargo per NAVSUP 505. Additional guidance is available from the scheduling authority.

* NAVAIRLOGOFF shall be an addressee on all CONUS Airlift Requests and Flight Advisories. NALO shall be included as an information addressee on all other airlift requests except those sent to Air Service Coordination Office Mediterranean (ASCOMED) and COMFAIRWESTPAC AIR LOGISTICS (AIRLOGS WESTPAC). Since these sites are also automated it is not necessary to address NAVAIRLOGOFF. Plain language addresses are:

        NAVAIRLOGOFF NEW ORLEANS LA//OPS//
        ASCOMED NAPLES IT//OPS//

* If the drop-off/pick-up point is at civilian airport include the coordination/deplaning/pick up points for that particular civilian airport in the remarks section. NOTE: At airports that provide DOD contract fuel, that Fixed Base Operator (FBO) will normally be designated as the drop-off/pick-up point. If in doubt, contact scheduler by telephone for assistance.

* When cargo is to be scheduled for drop-off/pick-up at a civilian airport, the requester will ensure proper loading and unloading equipment is available for timely processing.

* When selecting airports, military fields should be selected as opposed to civilian fields whenever possible. Fuel costs, most often, are significantly higher at civilian fields.

INSTRUCTIONS FOR PREPARATION OF AIRLIFT REQUEST (TO BE USED IN CONJUNCTION WITH ATTACHED WORKSHEET, SEE FIGURE (1) OF THIS ENCLOSURE)

FROM: Activity originating the message.

TO: The scheduling authority per enclosure (1) of this instruction.

INFO: The originators immediate senior in command will be an info addee on all requests, unless already an action addee, plus any other activity with a need to know about the Airlift Request.

UNCLAS //N04631//: Use standard Navy message classification procedures. Airlift Requests should be unclassified to the extent possible to facilitate processing and handling. However, if the request is classified, indicate clearly what portion of the message is classified. Ensure that N04631 is included.

SUBJ: AIRLIFT REQUEST: Must always appear as the subject line of the message.

LIFT: Each leg or portion of an airlift from one place to another is called a Lift. Each Lift is designated in order by a letter, starting with A (Maximum of 2 spaces) (e.g., LIFT:A/, etc.) Ensure that there are no more than 12 lifts per message request. If there are more than 12 lifts, an additonal message request should be generated.

Paragraph 1 Unit: /UIC: /

UNIT: Enter the name of the unit to which the personnel or cargo to be lifted is assigned. Plain Language organization names will be abbreviated to a maximum of 30 characters. Use standard short titles as they appear in the SNDL (OPNAV PO9B2-105 and 107). Spell out ship names.

UIC: Enter the Unit Identification Code (six character) for the unit to be airlifted. The first character will indicate whether the Requester is N-Navy, M-Marine, A-Air Force, R-Army, C-Coast Guard. The last five characters are found in Chapter 5, Vol. 2, of the Navy Comptroller Manual (NAVSO P-1000-25).

Paragrapgh 2A DEP ICAO: /PLACE: /

DEP ICAO: Enter the four-character ICAO Identifier for the departure airfield (Department of Transportation Publication 7350.4 series (NOTAL) or the ICAO Identifier of the ship (ACP113) for COD/VOD lifts.

PLACE: Enter the Plain Language name of the airfield or ship identified by the DEP ICAO listed above. Plain Language airfield names will be abbreviated to a maximum of 30 characters.

Paragraph 2B DESIRED: /   EARLIEST: /

DESIRED: Enter the desired departure date time group 10 characters in length, utilizing Zulu time in the following order: day of month, 24 hour Zulu time, month year. (e.g., 1340Z on 10 NOV 97 is 1013401197). Plan for arrival at terminal 60 to 90 minutes early for processing of passengers, and 2 hours early for processing cargo.

EARLIEST: Enter the earliest acceptable departure time (ZULU) in the same format as above (DDTTTTMMYY). Allow as much time as possible (at least two hours) between desired time and earilest time. Do not make them the same.

Paragraph 3A ARR ICAO: /PLACE: /

ARR ICAO: Enter the four-character ICAO Identifier for the
arrival airfield or ship (in the case of COD/VOD lifts).

PLACE: Enter the Plain Language name of the airfield or ship
identified by the ARR ICAO listed above. Plain Language airfield
will be abbreviated to a maximum of 30 characters.

Paragraph 3B DESIRED: /LATEST: /

DESIRED: Enter the desired arrival time (ZULU). Be sure to
allow for sufficient time for ground travel to and from
departure/arrival point. (DDTTTTMMYY)

LATEST: Enter the arrival time (ZULU) which must be met to
accomplish the mission.   (DDTTTTMMYY)

Paragrapgh 4 PUJC: /

PUJC: Enter the Priority, Urgency, Justification and Category
codes for the requested airlift. Use the table in enclosure (3)
paragrapgh 1.

Paragrapgh 5   PAX: /BAG: /

PAX: Enter the number of passengers to be airlifted. Omit
paragrapgh 5 in the case of cargo only requests. (Maximum of
three characters).

BAG: Enter the total weight (in pounds) of personal baggage.
Normally 40 pounds of baggage are allowed per passenger.
(Maximum of five characters).

Paragraph 6A CARGO: / CARGO CUBE: / TYPE CODE: /

CARGO: Enter the Gross weight (in pounds) of the cargo that is
to be lifted. (Maximum of five characters). See enclosure (6)
for proper cargo handling.

CARGO CUBE: Enter the overall volume (in cubic feet) of the
cargo to be lifted. See enclosure (6) or refer to NAVAIRPUB-01-
C9B-9.

TYPE CODE: Enter the type of cargo to be lifted according to categories listed in enclosure (3) paragraph 2. If more than one category is to be lifted, indicate the two most predominant categories. (Maximum of two characters).

Paragraph 6B LSI:INL: /INW: /LBS: /

LSI: Identifies the largest single item (LSI) of cargo to be lifted. LSI is broken down as Inches Length, Inches Height, Inches Width and weight (lbs). For example, LSI: INL:31/INH:45/INW:45/LBS:87. (Dimensions are maximum of three characters each, weight is a maximum of five characters).

Paragraph 6C HSI:INL: /INH: /INW: /LBS: /

HSI: Identifies the heaviest single item in the cargo to be lifted. Utilize the same format as preceding item. For example, HSI:INL:82/INH:82/INW:26/LBS:5627/.

Paragraph 6D

Plain language description of special handling required or description of cargo. Must include description of any hazardous cargo. There is no limit to characters. Remarks are for schedulers use only and require no slashes.

NOTE: If no cargo is to be carried (pax and baggage only), omit 6A through 6D.

Paragraph 7A REQ: /WK: /AFT HRS:

REQ: Rank and last name of person requesting airlift. Must be available for providing all liaison concerning requested air transportation. (Maximum of 15 characters)

WK: Work telephone number of request coordinator. Enter DSN numbers enter as follows (DSN 678-6520). Enter commerical numbers as follows (C 504-678-6520). (Maximum of 15 characters)

AFT HRS: Telephone number where request coordinator can be contacted after normal working hours. In the event of last minute schedule changes, the request coordinator must be available for 24 hour contact via DSN, or COMMERCIAL telephone. Use same format as work number described above.

Paragraph 7B DEP: /WK: / AFT HRS:

DEP: Rank and last name of departure coordinator.   During major
movements such as carrier on load, carrier off load, or any
movement requiring more than one aircraft, it is imperative that
the departure coordinator be available for liaison with the
scheduling activity to cover last minute changes cause by
weather, aircraft problems, etc. This liaison coverage must be
maintained until the last lift has departed the area.

WK: Work telephone number of departure coordinator. Enter DSN
numbers enter as follows (DSN 363-6520). Enter COMMERCIAL (C
504-942-6520). Maximum of 15 characters.

AFT HRS: Telephone number where departure coordinator can be
contacted after normal working hours. In the event of last

minute schedule charges, the departure coordinator must be
available for 24-hour contact via DSN or commerical telephone.
Use same format as work number described above.

Paragraph 7C ARR: /WK: /AFT HRS:

ARR COORD: Rank and last name of arrival coordinator. If same
as 7A or 7B, omit 7C..

WK: Work telephone number of arrival coordinator. Use same
format as 7A.

AFT HRS: Telephone number where arrival coordinator can be
contacted after normal working hours. Use same format as 7A.

Paragraph 8 VIP CODE: /NAME: /

VIP CODE: Enter name of senior official to be airlifted (O-6 or
senior). Type only the last name of the VIP, and limit the name
to eight characters. VIP Codes are listed in enclosure (3)
paragraph 3. If no O-6 or senior official is being lifted, omit
line 8. Per reference (h), requests for O-7 and above (or
equivalent) shall include the name and title of authorizing
official in the remarks section.

Paragraph 9 PURPOSE:

<u>Purpose</u>: In narrative form briefly describe the purpose for the request. (i.e., CVW 15 returning from deployment, Navy Band going to performance for NAS Jacksonville change of command, air controllers returning from ATC symposium).

Paragraph 10 REMARKS:

<u>REMARKS</u>: Special instructions and pertinent information concerning the requested airlift may be detailed in this section. For example, if the airlift is requested for personnel or cargo that cannot be identified by a UIC, use the UIC and unit title of the sponsoring activity in lines 1 and 2 and identify fully the airlift unit in the remarks section. Include justification to support non cost effective airlifts and name and grade of individual making this determination. This section is for schedulers information only and has no limit to number of characters. For planning purposes include the known absence of material handling equipment at departure and arrival sites. <u>DO NOT USE SLASHES</u>. Commercial cost estimate for priority three (3) requests shall be included. If no VIPs are manifested, the senior passenger will be listed in the remarks section.

AIRLIFT REQUEST WORKSHEET

(DUPLICATE AS NECESSARY: Requests are computer processed.
Ensure all colons(:) and slashes (/) are used as indicated. Do
not deviate from this format).

FROM: //(INCLUDE DEPARTMENT CODE)//
TO: //(INCLUDE DEPARTMENT CODE)//

INFO: (ORIGINATORS IMMEDIATE SENIOR IN COMMAND SHALL BE AN INFO
       ADDEE
UNCLAS//N04631//
SUBJ: AIRLIFT REQUEST
LIFT A/
1. UNIT: /UIC:N   /
2. A. DEP ICAO: /PLACE: /   (Note: Do not
    B. DESIRED: /EARLIEST: /   overlap dep/arr
3. A. ARR ICAO: /PLACE: /   windows)
    B. DESIRED: /LATEST: /
4. PUJC: /
5. PAX: /BAG: /
6. A. CARGO: /CARGO CUBE: /TYPE CODE: /
    B. LSI: INL: /INH: /INW: /LBS: /
    C. HSI: INH: /INH: /INW: /LBS: /
7. COORDINATORS,
    A. REQ:(RANK,NAME)   /WK:(WORK PHONE)   /AFT HRS:(24 HR
PHONE)
    B. DEP:(RANK,NAME)   /WK: (WORK PHONE) /AFT HRS: (24 HR
PHONE)
    C. ARR:(RANK,NAME)   /WK: (WORK PHONE)/AFT HRS: (24 HR
PHONE)
8. VIP CODE: /NAME:
9. PURPOSE: (DESCRIBE PURPOSE OF FLIGHT-REQUESTED)
10. REMARKS:
LIFT B/
1. UNIT: /UIC: /
2. A. DEP ICAO: /PLACE: /
   B. DESIRED   /EARLIEST: /
3. A. ARR IACO: /PLACE: /
   B. DESIRED: /LATEST :   /
4. PUJC: /
5. PAX: /BAG: /
6. A. CARGO: /CARGO CUBE: /TYPE CODE: /
   B. LSI: INL: /INH: /INW: /LBS: /
   C. HSI: INL: /INH: /INW: /LBS: /

9   Enclosure (4)

   D. DESCRIPTION/REMARKS:

7. COORDINATORS
    A. REQ: /WK: /AFT HRS:
    A. DEP: /WK: /AFT HRS:
    A. ARR: /WK: /AFT HRS:
         /
8. VIP CODE: NAME: /
9. PURPOSE:
10.REMARKS:

          Figure 6:   AIRLIFT REQUEST WORKSHEET

01 02   PP   UUUU

FROM: STRKFITRON ONE TWO FIVE//   //
TO: NAVAIRLOGOFF NEW ORLEANS LA//OPS// **(NOTE: DONT FORGET**
TO USE OFFICE CODES).

INFO: COMLATWINGPAC LEMOORE CA//   //
        NAS LEMOORE CA//   //
        NAS FALLON NV//   //

UNCLAS //N04631//
SUBJ: AIRLIFT REQUEST
1. UNIT: VFA-125/UIC: N09485
2. A. DEP ICACO: KNLC/PLACE:LEMOORE/
    B. DESIRED: 2613301192/EARILIEST: 2610201192/
3. A. ARR ICACO: KNFL/PLACE: FALLON/
    B. DESIRED: 2616301192/LATEST: 260001192/
4. PUJC:22FE
5. PAX: 7/BAG: 280 LBS/
6. A. CARGO:1750/CARGOCUBE:61/TYPE CODE S/
    B. LSI:INL:49/INH: 82/INW: 26/LBS: 750/
    C. HSI:INL:42/INH: 22/INW: 26/LBS: 850/
    D. CARGO FRAGILE. REQUIRES SPECIAL HANDLING. BREAKABLE
       SAMPLE BOTTLES IN WOODEN BOXES.
7. COORDINATORS
    A.REQ:CDR COYLE/WK:AV 951-1012/AFT HRS: C 757-555-6363/
    B.DEP:LCDR CASLER/WK: AV 868-1314/AFT HRS: AV 868-3640
    C.ARR:LT TURNER/WK: AV 942-1615/AFT HRS:C 919-643-8811/
8. VIP CODE: V7/NAME: KING
9. PURPOSE: IN SUPPORT OF WEAPONS EXERCISE AT FALLON
10. REMARKS: BUS TRANSPORATATION SCHEDULED TO MEET AIRCRAFT
    ON ARRIVAL, NAS FALLON AIR TERMINAL.
    LIFT B/
1. UNIT: VFA-125/UIC: N09485/
2. A. DEP ICAO: KNFL/PLACE: FALLON/
    B. DESIRED: 0313301292/EARLIEST: 0210301292
3. A. ARR ICAO:KNLC/PLACE:LEMOORE/
4. PUJC: 22FE/
5. PAX: 11/BAG: 330LBS/
6. A. CARGO: 1750/CARGO CUBE: 61/TYPE CODE:S/
    B. LSI:INL: 49/INH: 82/INW:26/LBS: 750
    C. HSI:INL: 42/INH: 22/INW:26/LBS: 850
    D. CARGO FRAGILE. REQUIRES SPECIAL HANDLING. BREAKABLE
       SAMPLE BOTTLE IN WOODEN BOX.

7.   COORDINATORS

    A. REQ: CDR COYLE/WK: AV 951-1012/AFT HRS: C 757-555-6363/
    B. DEP: LCDR CASLER/WK: AV 868-1314/AFT HRS: AV 868-3640/
    C. ARR: YN2 COTHERN/WK: AV 942-1615/AFT HRS: C 919-643-8811/

8. PURPOSE: RETURNING FROM WEAPONS EXERCIS AT FALLON.

9. REMARKS: SENIOR PASSENGER: CDR SMITH

FIGURE 1.   AIRLIFT REQUEST WORKSHEET AND SAMPLE

Request Modifications, Cancellations, Regrets and Passoffs

A. <u>MODIFICATIONS</u>. When lift requirement change, requesters must notify the scheduling activity via phone and message. Use the words MODIFICATION TO AIRLIFT REQUEST as the subject line. Reference must be made to the original message Date-Time-Group. Each list must be identified by lift letter, unit, and UIC as shown in figure 2 Sample Modification to Airlift Request.

B. <u>CANCELLATIONS</u>. A cancellation of an Airlift Request should refer to the Requesters Airlift Request message Date-Time-Group and identify the alphabetic character of the lifts involved. (See sample Airlift Cancellation attached as figure 3). Use the words CANCELLATION OF AIRLIFT REQUEST as the subject line, and indicate the cancellation code listed in enclosure (3).

C. <u>Regrets</u>. Regrets to Airlift Requests are made by the scheduler to whom the request was sent after a determination has been made that the requirement cannot be met. Refer to the Airlift Request message Date-Time-Group and indicate the regret codes as listed in enclosure (3). (See sample Airlift Regret attached as figure 4). Use the words REGRET TO AIRLIFT REQUEST as the subject line..

D. <u>Passoffs</u>. A Request Passoff is made when the scheduler to whom the original request was sent determines that the request can be more effectively met by another scheduler. It is the original schedulers responsibility to ensure that the information is on file in the computer system before the request is passed. Furthermore, the original scheduler shall inform the requesting activity that the Airlift Request was passed to another scheduler (see sample Request Passoff attached as figure 5). Use the words PASSOFF OF AIRLIFT REQUEST as the subject line.

01 01   PP   UUUU

FROM: STRKFITRON ONE TWO FIVE// //

                                          (NOTE: DONT FORGET
TO: NAVAIRLOGOFF NEW ORLEANS LA//OPS// TO USE OFFICE CODES).

INFO: COMLATWINGPAC LEMOORE CA// //

UNCLAS //N04631//
SUBJ: MODIFICATION TO AIRLIFT REQUEST
A. STRKFITRON ONE TWO FIVE 201441Z NOV 92 (NOTE: USE DTG OF
                                       ORIGINAL REQUEST).

1. REQ MOD REF A AS FOLS:
LIFT: A/UNIT: VFA-125/UIC:N09485/   (NOTE: EACH LIFT MUST
                                       BE IDENTIFIED LIFT,
                                       UNIT, AND UIC).

5. PAX: 24/BAG:960 /
LIFT B/UNIT: VFA-125/UIC:N09485
2B.DESIRED: 0413301292/LATEST: 0210301292/ (NOTE: LIST PARAGRAPH
                                       WITH UPDATED INFOR-
                                       MATION).
3B.DESIRED: 0413301292/LATEST: 0420001292/
5. PAX: 23/BAG: 920/
2. POC LT WELCH DSN 951-2838

FIGURE 2. SAMPLE MODIFICATION TO AIRLIFT REQUEST

01 01   PP   UUUU

FROM: COMCARAIRWING THREE//(INCLUDE DEPARTMENT CODE)//

TO: NAVAIRLOGOFF NEW ORLEANS LA//OPS//

INFO: COMNAVAIRLANT NORFOLK VA//(INCLUDE DEPARTMENT CODE)//

UNCLAS //N04631//
SUBJ: CANCELLATION OF AIRLIFT REQUEST
A. COMCARAIRWING THREE 211530Z NOV 92 (NOTE: USE DTG
OF ORIGINAL REQUEST).
1. REQ CANCEL FOLLOWING LIFTS OF REF A. DUE TO CHANGE IN SHIP
SCHED.
A. LIFT: C/UNIT: CVW-13/UIC: N09731//
B. LIFT: G/UNIT: CVW-13/UIC: N09731//

2. POC LCDR KISER DSN 951-3284

NOTE: IF ALL LIFTS ON THE ORIGINAL REQUEST ARE TO BE CNX THEN
THE FIRST PARAGRAPH WILL READ:
1. CNX REF A.

FIGURE 3. SAMPLE CANCELLATION OF AIRLIFT REQUEST

01   01   UUUU

FROM: NAVAIRLOGOFF NEW ORLEANS LA//OPS//

TO: NAVRESREDCOM REG THIRTEEN GREAT LAKES IL//   //

INFO: COMFLELOGSUPPWING DALLAS TX// // (NOTE: DONT FORGET
        COMNAVRESFOR NEW ORLEANS LA// //   TO USE OFFICE CODES)
        NAS GLENVIEW IL//   //
        NAVMARCORESCEN FT WAYNE IN//   //

UNCLAS //N04631//
SUBJ: REGRET TO AIRLIFT REQUEST
A.   PHONCON LCDR KISER NALO/LCDR BARRETT YOUR CMD 12 AUG 92.
B.   NAVRESREDCOM REG THIRTEEN GRET LAKES IL 091807Z AUG 92
1.   AS DISCUSSED REF A AIRTRANS REQ IN REF B (LIFT A) FROM GLNVW
     TO FT WAYNE CANNOT BE PROVIDED, REGRET CODE L (ACFT NON-
     AVAILABILITY).

FIGURE 4. SAMPLE REGRET TO AIRLIFT REQUEST

01 01   PP   UUUU

FROM: NAVAIRLOGOFF NEW ORLEANS LA/OPS//

TO: COMCABWEST EL TORO CA//   //   (NOTE: DONT FORGET
                                              TO USE OFFICE CODES).

INFO: NAS ALAMEDA CA//   //
        NAS LEMOORE CA//   //
        NAS MIRAMAR CA//   //
        NAS NORTH ISLAND CA//   //
        NAS WHIDBEY ISLAND WA//   //
        USS ENTERPRISE//   //

UNCLAS //N04631//
SUBJ: PASSOFF OF AIRLIFT REQUEST
A.   PHONECON PO JOHNSON, COMCABWEST/MR DALDEGAN, NALO 17 JUL 92
B.   COMCARAIRWING ELEVEN 162047Z JUL 92
1.   AS DISCUSSED REF A REQ TAKE REF B LIFT D (330 PAX 10500 LBS
CARGO FROM KNGZ TO KNUW) PARTIAL PASS OFF FORAC.

FIGURE 5.   SAMPLE PASSOFF TO AIRLIFT REQUEST

STANDARDIZED FLIGHT ADVISORY FORMAT

GENERAL INFORMATION

The Standardized Flight Advisory format of this enclosure will be used by all DoN Logistics Flight Schedulers. Flight Advisories will be published via naval message with normal consideration given to classification and precedence. This format is designed to provide all the information required by the aircraft operator and the requester in the simplest form possible.

MISSION NUMBERS

The nine-digit mission number which identifies Navy/Marine Corps flights accomplishing operational support missions will be assigned utilizing the following format:

a. The first three digits will reflect the 3M Aviation Organization Code of the unit flying the mission (NAMSO 4790.A7065).

b. The fourth digit will be the appropriate scheduler code for designated schedulers with codes assigned. (For non-designated schedulers characters 4-7 are Julian date and characters 8-9 are the sequential mission numbers (01-99) for that Julian date).

c. The fifth digit is the last digit of the fiscal year (FY97) use 7

d. The sixth through ninth digits will be a computer-generated flight number assigned by each scheduler.

e. Examples:

	(1)	(2)	(3)	(4)
KF5272662	KG5	2	7	2662

(1) KG5 - Organization Code
(2) 2   - Scheduler - NALO
(3) 7   - FY 97
(4) 2662 - Flight number

   f. For non-designated scheduling authorities, the mission
number is created as follows:

    Character
    1-3   3M Organization Code
    4-7   Julian Date
    8-9   Sequential mission for that Julian Date
            (e.g. 03 for third mission).

MESSAGE FORMAT. The following paragraphs provide detailed
instructions designed to assist in preparing the Flight Advisory
(Figure 1).

FROM: Name of the command originating the message, normally one
of the scheduling offices as indicated in enclosure (1).

TO: Name of the implementing flight activity and any other
activites that are directly involved.

INFO: Any command with a need to know concerning the Flight
Advisory.

SUBJ: FLIGHT ADVISORY/ACFT TYPE/FLT CALL SIGN/DATE OF FIRST DEP
LEG/

CLASSIFICATION: Indicate proper classification code.

Paragraph 1 Itinerary Section
The itinerary section is divided into two parts; the Narrative
and the Tabular itinerary.

SAMPLE TABULAR ITINERARY:

```
LEG    ETA(Z)      ICAO  PLACE     ETD     LIFT    APAX    ACARGO
00  / ORIG  /     KNGZ/ ALAMEDA /171230/ A   /  14  / 18000
01  / 171400/     KNZY/ N.ISLAND/171445/     /  60  /
02  / 171615/     KNGZ/ ALAMEDA /TERM  /     /      /
```

COLUMN 1 LEG: Two character sequential line number for each LEG
of the mission itinerary, (e.g., /00/,01/...). The first LEG,
(i.e., point of origin) will be LEG 00.

2

COLUMN 2 ETA: Estimated Time of Arrival (ETA) (maximum of 6 characters). The first two digits are the day and the last four digits are the ZULZ time. On the first LEG enter ORIG.

COLUMN 4 PLACE: Plain language name of the field or ship.

COLUMN 5 ETD: Estimated Time of Departure (ETD). The first two digits are the day and the last four digits are the ZULZ time. On the last LEG enter TERM for termination of the flight. The ETD times are DOOR-CLOSE times at the departure ramp.

COLUMN 6 LIFT: The letter of each lift (from the LIFT section of the message) carried on that LEG. Details of each LIFT will be entered in paragraph two of the message.

COLUMN 7 APAX: Available passengers seats for opportune passengers (e.g., passenger capacity minus scheduled passengers).

COLUMN 8 ACARGO Available cargo space (in pounds) after the scheduled cargo has been considered.

PARAGRAPH LIFT SECTION

Paragraph 2 of the message contains the details of each of the Lifts carried by this flight.

SAMPLE: LIFT SECTION

A/UNIT: VF-2/UIC: N45678/ORIG:KNGZ/DEST: KNZY/
REQ: VF-2/REQ DTG: 1519000992/PAX 46/BAG; 2200/
CARGO: 4500/CARGO CUBE: 340/PUJC: 22FD
REQ COORD: CDR FAYE/WK: DSN 689-1187/AFT HRS: C 944-633-3914/
DEP COORD: AEC WRIGHT/WK: DSN 876-1616/AFT HRS:C 944-817-3690/

A/Alphabetic character to distinguish each Lift being performed. (A through ZZ).

UNIT: Short title for the unit being lifted.

UIC: Unit Identification Code for unit being lifted.

ORIG: ICAO identifier of the airfield from which the Lift will depart.

DEST: ICAO identifier of the destination airfield for the Lift.

REQ: Short title of the activity requesting the airlift.

REQ DTG: DATE-TIME GROUP of the requesting message or document followed by the Lift character listed in that message (e.g., LIFT (F) of the Airlift Request message 231425Z OCT 92 would be written 151900000992F).

PAX: Total number of scheduled passengers for Lift being airlifted.

BAG: Total baggage weight.

CARGO: Total scheduled cargo weight for this Lift.
If no cargo, leave blank.

PUJC: PUJC from enclosure (3) as assigned by the requester or as modified by the request coordinator.

REQ COORD: Enter the grade and name, work and after hours phone number of the request coordinator.

DEP COORd: Enter the grade and name, work and after hours phone number of the departure coordinator.

4

FLIGHT ADVISORY MESSAGE

```
    FROM:  NAVAIRLOGOFF NEW ORLEANS LA//OPS//
    TO:    FLELOGSUPPRON FIVE FIVE//  //
           USS ENTERPRISE//  //        (NOTE:  DONT FORGET
           NAS ALAMEDA CA//  //          TO USE OFFICE CODES).
           NAS WHIDBEY ISLAND WA//  //
    INFO:  COMFLELOGSUPPWING DALLAS TX// //
```
UNCLAS//N04631//
SUBJ: FLIGHT ADVISORY/C9B/FLT RU 925/5 SEP 92
1. VR-55 ALAM/OPERATE MSN: KGB2222925/SECO:C
BOTH ZULU AND LOCAL TIMES ARE SHOWN: SEP 92

LEG	ETA Z	(L)	ICAO	PLACE	ETD	Z	(L)	LIFTS	APAX	ACARGO
00	ORIG		KNGZ	ALAMEDA	051700		(051000)	A	15	2000
01	051900	(051200)	KNUW	WHIDBEY	052000		(051300)		65	6300
02	052250	(051550)	KNGZ	ALAMEDA	TERM				0	0

2. LIFT SECTION
A/UNIT:CVN 65 /UIC:N03365/ORIG:ALAMEDA NA/DEST:WHIDBEY IS/
REQ:CVN 65 /REQ DTG:2503310891A/PAX: 50/BAG: 2000/
CARGO: 4300/CARGO CUBE: 500/PUJC:22FB/
REQ COORD: ATC SHORE/DSN: 686-1184/C415-869-2222/
DEP COORD: DPC WILLIAMS/DSN: 686-1234/C415-869-1186/
ARR COORD: LT FARREL/DSN: 820-0001/C206-257-1212/
3. AUTH 30 MIN EARLY DEPART WITH CONFIRMED LOAD ONBOARD AND 1HR
EARLY WITH NALO APPROVAL.
4. PAX: SHOW/MANIFEST TIME IS 90 MIN PRIOR TO SKED DEPARTURE.
APPROPRIATE TRAVEL UNIFORM PER NAVY UNIFORM REGS PARA 1301.
BAGGAGE WILL BE WEIGHED AND TAGGED NLT 1 HR PRIOR TO DEPARTURE.
5. CARGO: DEP/ARR COORD MUST ENSURE CGO IS PROPERLY PREPARED IN
ADVANCE AND COMPATIBLE WITH ACFT CONFIG.

FIGURE 1: SAMPLE FLIGHT ADVISORY

FLIGHT ADVISORY MODIFICATIONS OR CANCELLATIONS

Modifications or cancellation message to the original Flight
Advisory message will be transmitted as required. The subject
line should indicate the numerical series of the modification and
the Mission Number of the original Flight Advisory.
Additionally, the DATE-TIME-GROUP of the original message should
be referenced.

     a. Modifications: The addition or deletion of Lifts and/or
Legs of a flight warrant reissue of the entire flight itinerary.

     b. Cancellations: If an entire mission is cancelled, a
cancellation message must be sent. (See figure 3). The
cancellation code derived from enclosure (3) must be provided.

6

FLIGHT ADVISORY MODIFICATION MESSAGE

       FROM: NAVAIRLOGOFF NEW ORLEANS LA//OPS//
       TO: FLELOGSUPPRON FIVE FIVE//   //
               USS ENTERPRISE//   //   (NOTE: DONT FORGET
               DEFAIRLOGCOM ALAMEDA CA// // TO USE OFFICE CODES).
               NAS ALAMEDA CA// //
               NAS WHIDBEY ISLAND WA// //
       INFO: COMFLELOGSUPPWING DALLAS TX// //
UNCLAS //N04631//
SUBJ: FLIGHT ADVISORY/MOD 01/C9B/FLT RU 925/5 SEP 92
A. NAVAIRLOGOFF NEW ORLEANS LA 021650092 (NOTAL)
1. VR-55 ALAM/THIS SUPERSEDES REF A/MSN:KGB222925/SECO:C
BOTH ZULU AND LOCAL TIMES ARE SHOWN: SEP 92
LEG ETA(Z)   (L)   ICAO PLACE   ETD(Z)   (L)   LIFTS APAX ACARGO
00 ORIG   KNGZ ALAMEDA 05170 (051000) A   15   2000
01 051900 (051200)KNUW WHIDBEY 052000 (051300) B   25   6300
02 052250 (051550)KNGZ ALAMEDA TERM
2. LIFT SECTION
:A /UNIT: CVN 65 /UIC:N03365/ORIG:ALAMEDA IS/
REQ:CVN 65 /REQ DTG:2503310892A /PAX: 50/BAG: 2000/
CARGO: 4300/CARGO CUBE: 500/PUJC:22FB/
REQ COORD: ATC SHORE/DSN 686-1184/C415-869-2222/
DEP COORD: DPC WILLIAMS/DSN 686-1234/C415-869-1165/
ARR COORD: LT FARRELL/DSN 820-0001/C206-257-1212/
:B /UNIT: DALC NAS A/UIC:N68814/ORIG:WHIDBEY IS/DEST:ALAMEDA
NA/
REQ: ALAMEDA NA/REQ DTG:0118260992B /PAX: 40/BAG: 1600/
CARGO: 0/CARGO CUBE: 0/PUJC:34PZ
REQ COORD: LCDR STEEDLY DSN 820-5555/C206-257-0001/
DEP COORD: DP1 BERTRAND DSN 820-4444/C206-257-1110/
ARR COORD: CDR HARPER DSN 686-1212/C415-869-1212/1111/
3. DEPART/ARRIVAL COORDINATORS MUST PROVIDE 24HR PHONE NUMBER
CONTACT PER OPNAVINST 4631.2D OR MAINTAIN MSH CONTACT IF
DEPLOYED; NOTIFY NALO IMMEDIATLEY OF ANY CHANGES OR IF AIRLIFT NO
LONGER REQRD. PHONE DSN 678-1184 OR TOLL FREE 1-800-535-2585.
4. ACFT/CMDRS AUTH FUEL STOPS AT DISCRETION; 30 MIN EARLY DEPART
WITH CONFIRMED LOAD ONBOARD AND 1HR EARLY WITH NALO APPROVAL;
AUTH LIMIT SPACE AVAIL SEATS DUE TO MISSION RQMNTS OR PERFORMANCE
LIMITS.
5. PAX: SHOW/MANIFEST TIME IS 90 MIN PRIOR TO SKED DEPARTURE;
APPROPRIATE TRAVEL UNIFORM IS PER NAVT UNIFORM REGS PARA 1302;
BAGGAGE WILL BE WEIGHED AND TAGGED NLT 1 HR PRIOR TO DEPARTURE;
BAGS OVER 40 LBS AUTH ONLY WITH PRIOR PERMISSION OF AFCT CMDR.

6. CARGO: DEP/ARR COORD MUST ENSURE CGO IS PROPERLY PREPARED IN
ADVANCE AND COMPATIBLE WITH ACFT CONFIG; DEP COORD MUST SIGN AND
DELIVER CGO MANIFEST TO APPROPRIATE PERSON, CERTIFY THAT ALL CGO
IS PROPERLY PACAKAGED/WEIGHED AND TAGGED, 2 HRS PRIOR TO
SCHEDULED
DEPARTURE; HAZARDOUS CGO MUST BE PREPARED STRICTLY IAW NAVSUPP
505.

7. CARGO: NAS/AFB TERMINAL OR OPS NOTIFY NALO IMMEDIATLEY IF CGO
HANDLING EQUIP NOT AVIL; ESPECIALLY IF K-LOADER OR FORKLIFT
REQRD.

FIGURE 2:   SAMPLE MODIFICATION TO FLIGHT ADVISORY

Enclosure (5)

FLIGHT ADVISORY CANCELLATION MESSAGE

```
     FROM:   NAVAIRLOGOFF NEW ORLEANS LA//OPS//
     TO:     FLELOGSUPRON FIVE FIVE//  //
             NAS ALAMEDA CA//  //        (NOTE:  DONT FORGET
             NAS WHIDBEY ISLAND CA//  // TO USE OFFICE CODES).
             DALC ALAMEDA CA//  //
     INFO:   COMFLELOGSUPPWING DALLAS TX//  //
UNCLAS  //N04631//
SUBJ:  FLIGHT ADVISORY CANCELLATION/C9B/FLT RU925/5 SEP 92
A.  NAVAIRLOGOFF NEW ORLEANS LA 041800Z SEP 92
1.  VR-55 ALAMEDA/CNX REF A/MNS: KGB222925/CANX CODE V
(AIRLIFT MECHANICALLY DOWN).
```

FIGURE 3: SAMPLE FLIGHT ADVISORY CANCELLATION

CARGO LOADING PACK-UP CHECKLIST

Almost all cargo presented for operational support airlift is eligible and can be safely airlifted <u>if properly prepared, packaged, and certified</u>. Commanding officers of activities requesting airlift support will ensure procedures exist to verify that all cargo is properly prepared for transportation and correctly certified in accordance with NAVSUP PUB 505 (NOTAL) and OPNAVINST 4660.3 (NOTAL).

Activities requesting air transportation of cargo will establish quality control procedures to ensure materials are packed, marked, labeled, and certified safe for airlift. Safety inspections during each stage of cargo preparation must be conducted to ensure each item offered for air transportation remain eligible. All ineligible items, improperly packaged items, or damaged items, must be removed from the air transportation cycle at the earliest opportunity.

Cargo must not be shipped aboard Navy aircraft unless it is packed, labeled, certified, and palletized in accordance with NAVSUP PUB 505 (NOTAL) and OPNAVINST 4660.3 (NOTAL). Hazardous materials such as explosives, flammable liquids and solids, oxidizers, corrosive materials, compressed gases, poisons, irritating materials, etiologic agents, radio-active materials, or other regulated materials-listed in NAVSUP PUB 505 (NOTAL) must be certified safe for air transportation on DD 1387 (NOTAL) (Military Shipment Label) and DD 1385 (Cargo Manifest).

Activities responsible for delivering hazardous cargo to the aircraft must notify and provide the aircraft commander or designated-representative with the proper shipping name and classification of the hazardous item(s): the quantity in terms of weight or volume, the net explosive weight of any explosives, the requirement for an escort, courier or protective equipment, and special information for use during an emergency. All the requirements delineated in NAVSUP PUB 505 (NOTAL) and OPNAVINST 4660.3 (NOTAL) for air transportation of hazardous cargo must be clearly-understood and completed by requesting activity prior to loading the item aboard Navy aircraft.

The following checklist shall be used by all units preparing cargo shipments on transport aircraft. This checklist is a basic guide and is by no means all inclusive. Specific information and

Enclosure (6)

OPNAVINST 4631.2D
05 DEC 1997
regulations pertaining to military air shipment of hazardous
material can be found in NAVSUP PUB 505. Point of contact for
questions regarding air shipment of cargo on Navy Airlift is NALO.
DSN 678-1184, COMM (504) 678-1184.

Enclosure (6)

2

CARGO LOADING PACK-UP CHECKLIST

	YES	NO

1. Has each member of the inspection and pack-up team been briefed on what materials are hazardous and the possible consequences of including them in the shipment?

2. Has the airlift coordinator or his or her designated representative(s) visually inspected each container for hazardous material?

3. Has all hazardous cargo been properly packaged in accordance with NAVSUP 505?

4. Has DD 1387-2 been correctly filled out by qualified personnel in accordance with NAVSUP PUB 505 for each container with hazardous cargo?

5. Has all hazardous cargo been summarized on the manifest?

6. Has the transport aircraft commander been briefed on hazardous cargo in the shipment?

7. Are all containers free of locks to facilitate access in flight if necessary?

8. Do milvans, conex boxes and/or work-kits have waivers for shipment?

9. Have all servicing units e.g., oil and hydraulic bowsers, hydraulic jacks, fill and bleed units, hoses, etc. been thoroughly purged and cleaned?

10. Have all containers been isolated to prevent the addition of hazardous material after being inspected? (Recommend a breakable seal be used to identify any container that has been opened after inspection).

11. Have all previously opened containers
of any liquid or gas been removed from the
shipment?   _____   _____

12. Are consumable included in the
shipment that can be obtained at the
destination?   _____   _____

13. Has compatibility of hazardous
materials been checked against attachment
I of NAVSUP PUB 505?   _____   _____

14. Has all hazardous cargo been labeled
in accordance with NAVSUP PUB 505?   _____   _____

15. Have tires been deflated to 25 PSIG
for air shipment in accordance with NAVAIR
04-01-506?   _____   _____

16. Have built-up pallets been checked
to ensure proper size and weight for type
transport aircraft?   _____   _____

17. Have pallets been accurately weighed and
exact (not rounded) weights been entered on the
cargo manifest?   _____   _____

18. Is a unit coordinator scheduled to
accompany the shipment?   _____   _____